

SALARY QUALIFICATIONS WORKSHEET

TO: _____ FROM: _____ DATE: _____

I. Identifying Information:

Name _____

Position Number _____

II. Evaluation of Qualifications:

A. Education

1. Employee has education required? ☐ YES ☐ NO ☐ EQUIVALENT

If EQUIVALENT, list degree _____

If NO, add number of years of college required to C1 below.

2. List OTHER related education substituted for work experience and show years in B.2. below.

	Years	Months
B. Experience		
1. Related work experience (years/months)	_____	
2. Education substituted for work experience		_____
C. Total Related Experience		_____
1. Subtract years of work experience required by T & E		_____
2. TOTAL YEARS OF EXPERIENCE BEYOND THE MINIMUM. OR SPECIAL MINIMUM/ENTRY RATE		_____
3. Percentage eligible beyond minimum (Experience beyond the minimum T&E equals .05 for each year or .0041666 for each month. Round answer to the nearest whole %.) (If a person does not meet the minimum qualifications, show years. & months lacking in parenthesis IN C.2.)		% _____

III. Salary Determination:

A. Qualifying Salary (\$ _____ x 1. _____)
MIN of SG % over MIN (from C.3.) \$ _____

OR

B. SMR Qualif. Salary (\$ _____ x 1. _____)
SMR of Class % over MIN (from C.3.) \$ _____

C. Requested Salary ===== \$ _____

D. Qualification Exception:
\$ _____ divided by \$ _____ = (drop the 1. to show %) _____ %
(Requested Salary) (Qualifying Salary)